## Orders

## How can I mark delivered parts as received?

The follow up of your orders can be made through the deliveries menu on top of the claims screen. By using the filter on the top you can select the deliveries you want to see.

<b>e</b>		◀ Back									💄 Sophia E	Bouhajra	🗈 Logou	t 🕝 Engli:	sh (GB)
Plan Manag	or	Job List Winform	ex Order list	Job Queue	Audanet	Deliverie	offer Requests	Stock	Ubench	Sca	le Vat Bo	ook DI	Alb Alb	atros Carr	bass
Fiallivialiag	,ei	Calendar													
COMMUNICATION		Filter					Reset	Export							
HELP	?	Filter													
WORKSHOP	0	select a location	✓ select a supplier	~	Ordered ×		Normal order	~							
WORKSHOP					Partially receiv	red ×									
JOB	È				backorder x										
PLANNING	曲	type a registration	type a job numbe		type an Order i	number	type a part number or n	iame							
REPORT	~	Advanced													
	6														
MAINTENANCE	<i>نگر</i>	Add Line Results: View	ving items 1-15 of 2100.										۲ ا	234567	8 140
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To access this screen in a job, click the order button, this will send you to the deliveries page as shown above.

		Calendar						
Plan Manage	Order	Parts				×		
Flativiariage								
COMMUNICATION	In Sto	ock				Search		
HELP		Quant.	Number	Name		Price		
						_	Owner	CONTEC
WORKSHOP						Order	Driver	<b>a</b>
ЈОВ							Insured Party	9
	To Or	rder			Mode	Order 🗸 🗸	Referred By	9
PLANNING							Insurer	Standaard tarief
050007	~	Quant.	Number	Name		Price	Engineer	<b>a</b>
REPORT		1.00	1718734	LUCHTROOSTER BUMP V		€ 49,72	Repairer	LATEUR BVBA
MAINTENANCE	~	1.00	2048467	RADIATORROOSTER		€ 62,95	Broker	GEEN
	~	1.00		KLEIN MATERIAAL		€ 2,25		
SYSTEM				select a supplier	~	Order	Direct payment	
							All Parts In	0/0
RENTAL	Exist	ing orders					Rental Needed	
INVOICING	_						Job Admin	Job Admin 🗸
	Ad	ld Line Resu	ilts: No items found.				Financial 🗠	

Marking parts ordered and received.

The parts marking can be done in two ways: the selection processing or line by line.

Plan Manage	er							rtially re	ceived X										
COMMUNICATION 🎭 type a registration type a job number				tyj	type an Order number type a part number or name														
HELP	?	Advanced																	
WORKSHOP	0	Add Line Results: View	ving item	ns 1-15	of 2100	).										۲ ا	2 3 4 5 6 7	8 140 📘	1
ЈОВ		- Action - 🗸 🗸 🗸					Job Order	#	Part Number	Description	Quant.	Recvd.	Sale	Discount%	Purchase	Total Sale	Total Purchase	Status	s
PLANNING	曲	- Action - Select All Deselect All	ŗ		8	0	Normal order 14	14 1	17 13 423	CLIGNOTANT LAT G	1	0	€ 100,00	43,25 % Rebate	€ 56,75	€ 0,00	€ 0,00	Backorder	0
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MAINTENANCE	يو		₽¢.	•	8	0	Normal order 14	14 3	61 01 356	COQUILLE D'AILE AVG	1		€ 28,70	0,00 % Rebate	€ 28,70	€0,00	€ 0,00	Backorder	0
MAINTENANCE	<i>•</i>		r		$\otimes$	0]	Normal order 14	14 5	72 31 991	CLIP GARNITURE PORTE	1		€9,20	0,00 % Rebate	€9,20	€ 0,00	€ 0,00	Backorder	0
	ŧ	Not Pending	×	-	8	0	Normal order 14	17 2	44 18 711	JT SUP PARE BRISE	1		€ 14,25	0,00 % Rebate	€ 14,25	€ 0,00	€ 0,00	Backorder	0
RENTAL	<b>æ</b>	Not Ordered Not Partially Received Not Received Not Returned Not Cancelled	ŗ		8	0]	Normal order 14	17 3	44 33 784	JT INF PARE BRISE	1		€ 50,50	0,00 % Rebate	€ 50,50	€ 0,00	€ 0,00	Backorder	0
			Æ		⊗ (	0]	Normal order 14	28 5	44 08 628	PROTECT PORTE ARD	1		€ 75,40	0,00 % Rebate	€ 75,40	€ 0,00	€ 0,00	Backorder	0
INVOICING	( <b>0</b> )	1	ŗ		⊗ ।	0	Normal order 14	55 1	64 00 642	PARE-CHOCS AV	1		€ 596,50	0,00 % Rebate	€ 596,50	€ 0,00	€ 0,00	Ordered	0

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Orders

To adjust the line, click the 'edit' icon in that line . The operation panel of that line appears.

Partially received 🗙 **P** Backorder 🗙 Edit Orderline × Part Number 17 13 423 Comment 0 1 2 3 4 5 6 7 8 ... 140 🔉 CLIGNOTANT LAT G Description Parts Туре Ordered Quantity 0 Received € 100 Sale Value % Rebate 🗸 🗸 Percentage 43.25 Purchase Value € 56.75 Backorde € 0.00 € 0.00 Status Total received Sale Tetal received Dura € 596,50 € 0,00

On this panel you can add the quantity received, the sale value, rebate or purchase value and eventually a comment. Then click the 'Save' button to save your changes and close and the edit panel. If necessary, the system will have changed the status of that line.

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